

# Preparing for the Passage of EC 76140: Implementation of Team Roles & Responsibilities

This resource is part of the [Building Pathways to AB 540](#) resource series that discusses opportunities available for different educational institutions to build pathways for individuals who do not yet meet the eligibility for AB 540.

This section outlines the specific roles and responsibilities of a team seeking to implement Education Code 76140 (EC 76140) on their campus.

## Undocumented Student Services Staff and Primary & Secondary Liaison

- Collaborates and coordinates with the executive-level administrative allies and other staff from student services departments, including Financial Aid, Enrollment, Admissions and Records, Institutional Research, Outreach, ESL, Career and Transfer Services, Counseling, and community partners.
- Shares relevant data, information, training, and materials related to students and supports coordination of team meetings with administrative and student support staff allies.
- Serves as the primary liaison between student leaders and other team members.
- Helps create a student-centered safe space where students can share obstacles and tuition barriers that they face.
- Supports students with preparing their testimonies.
- Will support coordinating training on EC 76140 and a case management system and directory of allies trained on EC 76140.
- Will partner with campus stakeholders and community organizations to provide presentations and outreach related to EC 76140 to the community and offered in multiple languages.

## Students

- Students, with support from the Undocumented Student Center, will share personal testimonies of the barriers they currently face accessing affordable educational pathways.
- Students do not have to attend implementation team meetings, but it is encouraged that their voices and lived experiences are taken into account and communicated in the proposal and presentation.

## High-level Administrators from Student Services and Administrative Services

- The Dean or Director of Enrollment Services, in collaboration with the Dean or Director of Institutional Research, assists with collecting data on enrollment trends of students taking six units or less. Once EC 76140 is implemented, they will work with the Bursar's office and Information Technology to code student fees and streamline the enrollment process.
- The Dean or Director of Financial Aid provides guidance on additional funding that can be used to support students who cannot afford to pay the resident fees.
- Executive-level administrators from administrative services, student services, and enrollment services support with the following:

- Finding or building an ally within the BOT.
- Requesting data (query).
- Requesting information on fees approved by BOT as background.
- Developing the proposal and rationale for revenue generated in the district including an analysis of enrollment trends.
- Providing guidance on the right time to share the proposal with the BOT.
- Working with the president to share the proposal with the BOT.
- Presenting proposal in front of the BOT.

Ensuring that students have a safe space to share their testimonials. Once the policy is adopted, high-level administrators should work with the undocumented student services to develop an implementation plan, including a case management and training schedule.

## Community Partners

- Consider working with high schools, adult schools, noncredit programs, ESL programs, and family engagement program liaisons to find out approximately how many additional students could benefit from EC 76140 (Step 2).
- Develop an outreach plan with community partners to present information on EC 76140 in the primary language of community members and create new pathways into the community college.

## What's Next?

Developing a strong implementation team with participation from various on-campus and off-campus partners is key to your success! Use these suggestions to recruit and concisely communicate the invaluable role and responsibilities, unique perspective, and access to power that each member can provide.

You can also share the [Solutions for CCC: EC 76140](#) or [Roadmap from Noncredit to Credit Programs](#) with your implementation team to build more pathways for college-ready students to fulfill their educational goals.

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